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1 June 1956

MEMORANDUM FOR: Assistant Director, ONE
Assistant Director, OCI
Assistant Director, ORR
Assistant Director, OSI
Assistant Director, OBI
Assistant Director, OO
Assistant Director, OCR (Info)

FROM : Deputy Director/Intelligence

SUBJECT : Need for ensuring that all available intelligence
and information receive central indexing by OCR

1. In a recent survey of the Office of Central Reference, the Inspector General makes the following comments and recommendation:

"The effectiveness of OCR's central reference facilities has been somewhat limited by the fact that considerable intelligence material developed by researchers in support of projects, received by Headquarters elements from the Field via direct pouch, or from other agencies as the result of direct liaison contacts, is never transmitted to OCR for processing and filing. It may be impractical for DD/P elements to effect such separation of such intelligence information from operational data. However, this is certainly not true of OSI and OCI and steps should be taken to insure that such material is added to the Agency's central reference files.

"It is recommended that:

"The DD/I direct the AD's of his research offices to take steps to insure that all material of intelligence value be directed to the OCR's reference facilities."

2. All addressees will comply with the above recommendation to the extent that they are not prohibited from doing so by provisions of NSCID 9 and the Atomic Energy Act.

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ROBERT AMORY, JR.

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